

Web Site CCB Review Request – IMS Form 1020

REQUESTER IDENTIFIES:	<i>(Submit to Web Site Support PM when complete.)</i>
Requester (Name):	
Review Location (e.g. URL, Shared Drive Path):	
Complete Review By (Date):	/ /

WEB SITE SUPPORT PM CONCURS:	<i>(Submit to Web Site Support Contractor when complete.)</i>
This request falls within the Web Site Configuration Control Board scope; perform a review:	<input type="checkbox"/> Yes (#) – <input type="checkbox"/> No
Name:	Date: / /

WEB SITE SUPPORT CONTRACTOR REVIEWS:	<i>(Submit to Web Site Support PM when complete.)</i>
Federal Government Requirements	<i>(Required by law.)</i>
A. Section 508 of the Rehabilitation Act as amended in 1998 (see subpart B, section 1194.22 for details)	<input type="checkbox"/> Pass – <input type="checkbox"/> Fail – <input type="checkbox"/> Questionable
B. Children's On-line Privacy Protection Act (COPPA) (see the Final Rule, Federal Register, Part 312 for details)	<input type="checkbox"/> Pass – <input type="checkbox"/> Fail – <input type="checkbox"/> Questionable
NASA/GSFC Requirements	<i>(Required by the Agency.)</i>
C. Official Use Only (supports the Agency, Center, or Facility from a mission perspective; not used at a personal level)	<input type="checkbox"/> Pass – <input type="checkbox"/> Fail – <input type="checkbox"/> Questionable
D. NASA Web Site Privacy Statement/Notice (common Agency statement that must appear, at a minimum, on the main page)	<input type="checkbox"/> Pass – <input type="checkbox"/> Fail – <input type="checkbox"/> Questionable
E. Responsible NASA Official (clearly displays the name of a NASA Official who is responsible for the resource)	<input type="checkbox"/> Pass – <input type="checkbox"/> Fail – <input type="checkbox"/> Questionable
F. NASA Insignia (if the Insignia is used, it must be used properly)	<input type="checkbox"/> Pass – <input type="checkbox"/> Fail – <input type="checkbox"/> Questionable
G. One NASA Affinity (if the resource is publicly accessible, it must conform to one of the defined levels of Agency affinity)	<input type="checkbox"/> Pass – <input type="checkbox"/> Fail – <input type="checkbox"/> Questionable
H. Cookies (if cookies are being utilized, they must be configured to be non-persistent)	<input type="checkbox"/> Pass – <input type="checkbox"/> Fail – <input type="checkbox"/> Questionable
NASA Communications Requirements	<i>(Required by the Agency.)</i>
I. Conforms to NASA Communications Checklist (see parent WI for details)	<input type="checkbox"/> Pass – <input type="checkbox"/> Fail – <input type="checkbox"/> Questionable
IV&V Facility Recommendation	<i>(Recommended by the Facility.)</i>
J. Conforms to XHTML 1.0 Specification or greater (validated code-base; see parent WI for details)	<input type="checkbox"/> Pass – <input type="checkbox"/> Fail – <input type="checkbox"/> Questionable
Best Practices	<i>(Recommended by the Facility.)</i>
K. External Links (includes a warning, or transition page, informing the user the link leads away from the current resource; or new window)	<input type="checkbox"/> Pass – <input type="checkbox"/> Fail – <input type="checkbox"/> Questionable
L. Scalable, Extensible, and Modular Design (the design should be congruent with current web design philosophy)	<input type="checkbox"/> Pass – <input type="checkbox"/> Fail – <input type="checkbox"/> Questionable

Note: See the Appendix Form (page 3) for explanation regarding each item.

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WEB SITE SUPPORT PM SCHEDULES:	<i>(Submit to Requester when complete.)</i>
Configuration Control Board Review Meeting	
Date: / /	Attendees:
Time:	
Location:	

REQUESTER ACKNOWLEDGES:	<i>(Submit to Web Site Support PM when complete.)</i>
Describe adjustments made to address issues identified by the Web Site CCB:	
Date Submitted:	/ /

WEB SITE SUPPORT PM VERIFIES:	<i>(Submit to IMS Form 1020 to Shared Drive when complete.)</i>
Have the issues raised by this review been resolved and verified to the required level?	<input type="checkbox"/> Yes – <input type="checkbox"/> No (resubmit to Request Originator)
Comments:	

WEB SITE SUPPORT PM SUBMITS:	<i>(Submit to Communications Materials Review (CMR) System.)</i>
CMR Comments (see parent WI for details):	

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Appendix Form

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